



## Internship Plan Template

Use this chart to develop your Internship Plan for your Week 5 assignment. See the assignment document for directions on how to fill out this chart. When you open this file, immediately save it onto your desktop as "Draft Internship Plan," and work on that file as you revise and update your plan. To add more rows to this table, highlighting the entire bottom row, right click, select "Copy," right click directly under the chart, and select "Paste By Appending Table."

Activity	SBEC Competency Leadership Skill #	Activity Summary	Resource Person	Date to Completion
Interview two principals	Domain I: School Community Leadership  Competency 001: Vision & Campus Culture-Vision/ Mission	I interviewed two principals about their educational vision in education.	Christopher Griffith and Chris Eckford	January 28, 2011 and January 25, 2011
Developing Vita		I gathered and organized certification, education, experience, professional development, and references in the development of my vita.	School Leader Internship textbook	January 30, 2011
Meeting with site supervisor	Domain III: Administrative Leadership  Competency 008: Physical Plant & Support System	I will meet with Mr. Griffith to plan and organize internship plan.	Christopher Griffith	February 14, 2011
Supervise Saturday School	Domain II: Instruction Leadership  Competency 007: Organizational & Management		Christopher Griffith	

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Review and compare North Shore Middle School vision statements.	Domain I: School Community Leadership  Competency 001: Vision & Campus Culture-Vision/ Mission		Christopher Griffith	
Review, compare, and contrast strategic plans	Domain II: Instructional Leadership  Competency 004: Curriculum Planning & Development	Review, compare, and contrast strategic plans from North Shore Middle School or Galena Park ISD.	Christopher Griffith	
Review the ways assessment data are used	Domain II: Instructional Leadership  Competency 004: Curriculum Planning & Development	Review the ways assessment data are used by: board of education, superintendent, faculty, staff, and community relations department.	Christopher Griffith	
Use two different listening techniques: body language and posing probing questions in a parent conference.	Domain I: School Community Leadership  Competency 002: Communication & Community Relations		Shantay Berguin	
Supervise and participate in Internet Safety Week	Domain II: Instructional Leadership  Competency 005: Instructional & Management		Christopher Griffith and Bua-Tashardonfsky and Joan Mullinax	
Observe a North Shore Middle	Domain III: Administrative Leadership		Christopher Griffith and Paul	

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administrative team meeting where the principal will be using collaborative decision making.	Competency 008: Bussiness & Technology of School & Management		Drexler	
Analyze and compare the curriculum from the: NAESP's Leading Learning Communities; NMSA's Turning Points; and NASSP's Breaking Ranks II.	Domain II: Instructional Leadership  Competency 004: Curriculum Planning & Development		NAESP, NMSA, & NASSP	
Meet with a counselor about student class schedules.	Domain II: Instructional Leadership  Competency 004: Curriculum Planning & Development		Phyllise London	
Select one class to complete a student evaluation of the instruction and learning in their class.	Domain II: Instructional Leadership  Competency 005: Student Learning& Staff Professional Growth		Random 7 <sup>th</sup> grade student at North Shore Middle School	
Survey school faculty on methods used to motivate students.	Domain II: Instructional Leadership  Competency 005: Student Learning & Staff Professional		Christopher Griffith	

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	Growth			
Observe the use of technology in the computer lab.	Domain II: Instructional Leadership  Competency 005: Student Learning & Staff Professional Growth		Joan Mullinax and Bua Ta-shardonofsky	
Select a random group of students and elicit their recommendations for how to improve test preparation for tests.	Domain II: Instructional Leadership  Competency 005: Student Learning & Staff Professional Growth		Random group of 7 <sup>th</sup> grade and 8 <sup>th</sup> grade students North Shore Middle School	
Review board policy and evaluate school compliance with policy in: coaches and sponsor assignments and rate of pay approved by the board on an annual basis; activities in compliance with federal law (Title IV); medical emergency plan in place and supervision plan implemented; insurance	Domain III: Administrative Leadership  Competency 008: Business & Technology of School Leadership & Management		Galena Park Handbook and sponsors Leighane McComb, Shauntell Jones, and Lemon Atkins	

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requirements.				
Collaborate with an experienced staff developer in one staff development activity.	Domain II: Instructional Leadership  Competency 006: Human Resources Leadership & Management		Christopher Griffith	
Review board policy regarding innovations and change in Galena Park ISD.	Domain II: Instructional Leadership  Competency 007: Organizational & Management		Galena Park School Board Policy	
Participate in a conference dealing with student discipline.	Domain II: Instructional Leadership  Competency 007: Organizational & Management		Griffith, Eckford, Castaneda, or Eagleton	
Interview Nurse Nguyen about major requirements, concerns, and goals for the school health program.	Domain II: Instructional Leadership  Competency 004: Curriculum Planning & Development		Nurse Nguyen	
Review the TSSA technology standards and access the level of compliance.	Domain II: Instructional Leadership  Competency 005: Instructional & Management		Appendix A.6 Technology Standards for School Administrators	
Meet with Cricket Bryant	Domain III: Administrative Leadership		Cricket Bryant, Attendance	

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attendance officer.	Competency 008: Business & Technology & management		e Clerk	
Examine reports from current local health and fire inspections, etc. on maintenance of facilities.	Domain III: Administrative Leadership  Competency 009: Physical Plant & Support Systems		Christopher Griffith	
Review the policies for student transportation.	Domain III: Administrative Leadership  Competency 009: Physical & Support Systems		Christopher Griffith	
Observe food service workers in preparation and delivery of lunch.	Domain III: Administrative Leadership  Competency 009: Physical & Support Systems		North Shore Middle Cafeteria	
Compile a list of legal questioning/assessment strategies used in interviewing.	Domain II: Instructional Leadership  Competency 006: Human Resources & Management		Paul Drexler, Christopher Griffith, Mack Eagleton, Principals	
Complete a requisition for purchasing pencil sharpeners from a budgeted account.	Domain III: Administrative Leadership  Competency 007: Business & Technology & Management		Linda Suarez, Requisition Clerk	
Assist in the preparation of math tutorial letter sent to	Domain I: School Community Leadership		Nicole VanVleck, Math Specialist	

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parents.	Competency 002: Communications & Community Relations			
Observe a meeting of the site-based council.	Domain I: School Community Leadership  Competency 002: Communications & Community Relations		Paul Drexler, Principal	
Meet with two language arts teachers to examine the literature used with regard to gender stereotyping.	Domain I: School Community Leadership  Competency 003: Values & Ethics of Leadership		Patsy St.Julian and Shauntell Jones	
Compile a list of social agencies that are available to help support the students, faculty, and administration .	Domain I: School Community Leadership  Competency 003: Values & Ethics		Sandra Rios, Lead Counselor	
Analyze the correlation between a teacher's job description and the evaluation instrument.	Domain II: Instructional Leadership  Competency 006: Human Resources & Management		Christopher Griffith Asst. Principal and GPISD Human Resources	
Review past school board agendas, reports, and/or	Domain I: School Community Leadership		GPISD District Records	

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minutes.	Competency 001: Vision & Campus Culture-Vision/ Mission			
Provide evidence which demonstrates that I actually do what I tell others to do.	Domain I: School Community Leadership  Competency 001: Vision & Campus Culture-Vision/ Mission			
Improve interpersonal skills.	Domain I: School Community Leadership  Competency 003: Values & Ethics	<ul style="list-style-type: none"> <li>• Converses with others in a positive and pleasant manner</li> <li>• Avoids interrupting others while speaking</li> <li>• Promptly gets back to others with concerns or needs</li> <li>• Avoids being defensive when challenged</li> </ul>		
Attend as many board meeting as possible.	Domain I: School Community Leadership  Competency 002: Communications & Community Relations		Galena Park ISD School Board	
Interview Mr. Eagleton about writing grants.	Domain II: Instructional Leadership  Competency 004: Curriculum Planning & Development		Mack Eagleton, Asst. Principal	
Choose a current issue in my school or district.	Domain I: School Community Leadership		Christopher Griffith, Asst. Principal	



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	Competency 002: Communications & Community Relations			
Compile a list of current issues that affect teaching and learning.	Domain II: Administrative Leadership  Competency 004: Curriculum Planning & Development			
Use the NASSP website and compile a list of all the services available to the principle.	Domain I: School Community Leadership  Competency 001: Vision & Campus Culture-Vision/ Mission		NASSP website	
Compile a list of books, publications, training manuals, and state publications used or recommended for educational leadership.	Domain I: School Community Leadership  Competency 001: Vision & Campus Culture-Vision/ Mission		Various Resources	